



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

#025

Date: August 12, 2013

TO: ALL MISSION PERSONNEL

FROM: KATHERINE MUNCHMEYER– MANAGEMENT COUNSELOR

SUBJECT: CONSULAR INVESTIGATION CLERK

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

<u>POSITION TITLE:</u>	Consular Investigation Clerk
<u>POSITION OPEN TO:</u>	All Interested Candidates
<u>GRADE LEVEL:</u>	FSN-06, FP-08* (FULL PERFORMANCE LEVEL)
<u>WORK HOURS:</u>	Full Time, 40 hours per week
<u>OFFICE LOCATION:</u>	Consular Section/Fraud Prevention Unit (FPU)
<u>OPENING DATE:</u>	Immediate
<u>DEADLINE:</u>	August 26, 2013 at 6 P.M. Kyiv Time

**FP-08 is subject for confirmation with Washington*

BASIC FUNCTION OF POSITION:

The employee serves as Fraud Prevention Unit (FPU) Clerk in the Consular Section. The employee is supervised by the DV Fraud Investigator. The employee is responsible for assisting investigations on Diversity Visa (DV) Lottery applications as well as Immigrant Visa (IV) cases, fiancé/fiancée petitions (K visa) and Non-immigrant visa (NIV) cases. He/she is expected to work with various aspects of fraud-related consular computer systems. He/she is further responsible for conducting document verifications requested by the Embassy and other U.S. government agencies, and handling basic DV fraud-related correspondence.

MAJOR DUTIES AND RESPONSIBILITIES:

Fraud Investigations 30%

- Assist with fraud investigations on DV Lottery, IV, and NIV cases, under the supervision of the Senior LES Fraud Investigator and the LES DV Fraud Investigator.
- Perform basic employment, document verifications and verifies other potentially fraudulent aspects of visa applications.
- Performs basic prescreening of NIV and DV applications

Fraud-Related Consular Computer System Upkeep 30%

- Maintain computerized FPU databases using existing templates related to DV and IV fraud.
- Ensure that cases referred to FPU are promptly entered and prepared for investigation. Employee makes pertinent entries for prescreened petition-based visa cases and enters sensitive applicant information into the consular computer systems.
- Assist with visa revocations through notifying applicants and updating their visa records, and processing voluntary departures/deportation records.
- Performs Leahy Vetting checks and processes lost/stolen passport records.
- Update the FPU Fraudulent Document database on regular basis.

Correspondence and Filing 30%

- Handle FPU related correspondence and drafts standard responses to routine inquiries.
- Employee is responsible for FPU DV Walk-In service: handles DV related inquiries, conducts interviews with DV walk-ins, updates DV database, liaises with Kentucky Consular Center, and enters basic fraud assessments and lookouts.

Other 10%

Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

EDUCATION:

- Completion of the secondary school is required.

WORK EXPERIENCE:

- One year of experience in consular work, or two years of clerical experience in a professional office, is required.

LANGUAGE PROFICIENCY:

- Level IV (fluent) English and Ukrainian are required.

JOB KNOWLEDGE:

- To exercise his/her duties competently, after being fully trained, the job holder must have an understanding of the working procedures of the Consular Sections in Kyiv and general understanding of the US Government laws and regulations as they relate to visa issuance (9 FAM).

Must possess a working knowledge of Ukrainian governmental authorities and the roles they serve: general knowledge of relevant Ukrainian laws (the Criminal Code of Ukraine, Marriage and Family Code of Ukraine, the Law on Citizenship, Soviet Criminal Law, Civil Code etc), Ukrainian regulatory policies on issuing Ukrainian international passports of all types (Decree of the President), and other travel documents. Possess a working knowledge of the major security features of travels documents.

Incumbent must also have a good working knowledge of Windows and Microsoft computer applications (Word, PowerPoint, Excel, and Access.)

SKILLS AND ABILITIES:

The job holder must exercise tact and patience in daily work with the public and Ukrainian government authorities, whether answering inquiries or explaining Consular procedures. Ability to write correspondence in both Ukrainian and English. Ability to complete work within tight time constraints. Ability to conduct interviews and investigations firmly, yet tactfully.

HOW TO APPLY FOR THIS POSITION:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by COB **August 26, 2013**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed in English, signed and emailed to: KyivHR@state.gov or faxed to: [521-5000](tel:521-5000).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other equally qualified candidates in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: DBoudreau/CONS-FPU (by e-mail)